



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATIONS CENTER  
18 WASHINGTON STREET  
NEW YORK, NY 10004

**REQUIRED FORMS**

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER

FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**PROMOTION TO CHIEF MARINE ENGINEER**

**Exam. No. 5537**

**WHEN TO APPLY:** From: November 2, 2005      **APPLICATION FEE: \$60.00**  
To: November 22, 2005      *Payable only by money order to D.C.A.S. (EXAMS)*

**WHAT THE JOB INVOLVES:** Chief Marine Engineers, under general direction, supervise and direct the operation of the main propulsion equipment and auxiliaries of a diesel direct or diesel electric powered ferryboat. Chief Marine Engineers supervise and direct all members of the below-deck team; supervise and direct the operation, maintenance and minor or emergency repair of the main propulsion equipment, boilers, auxiliaries, electrical equipment, steering engines, pumps and fuel tanks on New York City ferryboats; perform all duties of inspection officer and team leader for below decks; supervise and direct the care, storage and use of fuel on board ship; ensure that machinery and systems are operated in accordance with safety management system requirements, United States Coast Guard and departmental regulations pertaining to the operation of engine equipment of ferryboats and ensure specified documents and records are properly maintained and perform related work.

Some of the physical activities performed by Chief Marine Engineers and environmental conditions experienced are: walking up and down steep gangways, ladders and stairs; communicating orally; standing watch aboard ship which requires good vision and hearing; using speed and agility during shipboard emergencies; and lifting equipment weighing up to 100 pounds.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$54,738 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **by the last day of the application period:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Marine Engineer; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your agency's personnel office**.

You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

**REQUIREMENTS TO BE PROMOTED:**

**License Requirement:** By the last day of the application period, candidates must present a valid license for Chief Engineer of Motor Vessels of any H.P. issued by the United States Coast Guard Inspection Service, or an equivalent license in motor vessels issued by the United States Coast Guard Inspection Service. This license must be maintained for the duration of your employment.

**Medical Requirement:** Medical guidelines have been established for the position of Chief Marine Engineer. Candidates will be examined to determine whether they can perform the essential functions of the position of Chief Marine Engineer. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

**Drug Screening Requirement:** You must pass a drug screening in order to be promoted, and if promoted you will be subject to random drug testing for the duration of your employment.

**REQUIRED FORMS:**

**1. Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

**2. Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page and the examination title and number in the appropriate boxes. Fill out sections A.1, A.4, A.5 (if applicable) and sections B and C. These sections must be filled out completely and in detail for you to receive the proper rating. **Attach a photocopy of your license for Chief Engineer of Motor Vessels of any H.P. issued by the United States coast Guard Inspection Services; or an equivalent license in motor vessels issued by the United States Coast Guard Inspection Service to Education and Experience Test Paper.** Keep a copy of your completed education and experience test paper for your records.

**3. Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your Foreign Education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a **“document-by-document”** evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date of applying for this examination.

**THE TEST:** Your score will be determined by an education and experience test. You will receive a score of 70.000 for meeting the eligibility and license requirement listed above. After this requirement is met, you will receive credit up to a maximum of 100.000 on the following basis:

**Additional Points:**

1. One point for each year of full-time experience serving as a USCG licensed First Assistant Engineer of Motor Vessels, to a maximum of ten points.
2. Three points for each year of full-time experience serving as a USCG Chief Engineer of Motor Vessels, to a maximum of 30 points.
3. Three points for a baccalaureate degree in Marine Engineering from an accredited college or university.
4. Two points for a baccalaureate degree in engineering other than Marine Engineering from an accredited college or university.
5. Two points for a master's degree in Marine Engineering from an accredited college or university.
6. One point for a master's degree in engineering other than Marine Engineering from an accredited college or university.

Experience must be acquired in the last 15 years. You will receive a maximum of one year of experience points for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category.

Education and experience must be obtained by **the last day of the application period**, and will not be found acceptable unless it is verifiable. Experience listed on the Education and Experience Paper will receive points only to the extent that it is described clearly and in detail.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**THE TEST RESULTS:** If you pass the education and experience test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Application Receipt:** You will be mailed a receipt within three months of the last day of the application period. If you do not receive this item, write to this agency, Attention: Examining Services Section, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

---

**The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.**

The City of New York is an Equal Opportunity Employer.  
Title Code No. 91522; Skilled Craftsman and Operative Service

**For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**